

## **EDITED KSA LISTING**

### **CLASS: Chief Psychologist, Correctional Facility**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Basic knowledge of principles, techniques and trends in psychology (e.g., abnormal behavior, human development, developmental disabilities, cultural factors, motivational theory, chemical dependency, medical causes for apparent mental illness, personality differences, psychopathology, criminal thinking, etc.) in an institutional setting in order to provide overall management of clinical staff, provide consultation and perform special projects.
<b>K2.</b>	Basic knowledge of research principles and techniques in order to evaluates the clinical standards of the mental health program delivery systems and comply with court mandates, laws, rules, regulations, etc.
<b>K3.</b>	Advanced knowledge of program evaluation in order to evaluate, audit, and make recommendations regarding clinical standards of the mental health program delivery systems and to evaluate compliance with court mandates, laws, rules, regulations, etc.
<b>K4.</b>	Advanced knowledge of management principles, techniques and issues used in developing a coordinated mental health treatment program within a correctional setting in order to prioritize mental health program needs and staff utilization, take part in strategic planning, etc.
<b>K5.</b>	Expert knowledge of methods in assessing and modifying human behavior in order to deal with difficult inmates by participating in Interdisciplinary Treatment Team meetings, consulting with other staff, supervising clinical functions, etc.
<b>K6.</b>	Advanced knowledge of the functions, duties, and scope of practice of various mental health care staff (e.g., Psychologists, Psychiatrists, Psychiatric Technicians, Psychiatric Social Workers, etc.) in order to assign staff to appropriate duties in compliance with program guidelines, and effectively supervise clinical functions.
<b>K7.</b>	Basic knowledge of community organizations and resources in order to coordinate parole release planning for mentally ill inmates.
<b>K8.</b>	Basic knowledge of institutional programs and allied services/resources in order to coordinate appropriate services (e.g., medical, educational, custodial, etc.) for inmates.
<b>K9.</b>	Intermediate knowledge of recruitment and retention techniques in order to recruit qualified staff and maintain the required levels of staff.
<b>K10.</b>	Basic knowledge of Federal, state, and local labor laws (e.g., Equal Employment Opportunity (EEO) Program, Employee Assistance Program (EAP), adverse actions, etc.) in order to effectively manage and facilitate the appropriate actions of senior staff, etc.

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K11.	Expert knowledge of the principles and techniques of administering and managing a complex mental health program in order to effectively utilize available resources to deliver services to mentally ill inmates, effectively manage senior staff, and ensure compliance with court mandates, program guidelines, laws, rules, regulations, etc.
K12.	<b>Extensive knowledge of legal and ethical guidelines, laws, rules and regulations in order to establish the boundaries of clinical practice within which the institution's mental health program will function.</b>
K13.	<b>Extensive knowledge of management and leadership theories (e.g., seeking consensus, developing cohesiveness with the rest of the management team, leading staff meetings, etc.) in order to effectively manage staff within the institution.</b>
K14.	<b>Advanced knowledge of court mandates, laws, rules, regulations, program guidelines, etc. in order to ensure compliance in the implementation of the mental health program.</b>
K15.	<b>Intermediate knowledge of strategic planning in order to anticipate changes, set short and long term goals, and directs the mental health department and provides recommendations to the institution.</b>
K16.	<b>Basic knowledge of scope of licenses of different disciplines in order to ensure staff that practice within the parameters of their education and training.</b>

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	<b>Skill to:</b>
<b>S1.</b>	<b>Skill to manage resources in order to operate within health care services allocated budget while meeting all necessary requirements for the mental health care program.</b>
<b>S2.</b>	Skill to develop and maintain cooperative working relationships with professional and custody staff, co-workers, management, and others contacted during the course of the work in order to build staff morale, supervise and lead staff, work effectively with co-workers and executive staff, and effectively advocate for resources.
<b>S3.</b>	Skill to evaluate and audit systems/programs, and other mental health functions (e.g., assessment, treatment, etc.) in order to determine their effectiveness, identify problems, and provide recommendations to HCSD, court monitors, and staff.
<b>S4.</b>	Skill to plan and organize systems/programs, and other mental health functions (e.g., assessment, treatment, etc.) in order to provide direction to mental health staff, ensure compliance with court mandates, etc. and provide mental health treatment to inmates.
<b>S5.</b>	Skill to apply critical thinking, problem solving, and decision making skills in order to resolve various problems, make recommendations and take effective action related to the delivery of mental health care.
<b>S6.</b>	<b>Skill to prioritize issues, workload, staff, etc. in order to effectively meet deadlines and MHSDS program guideline requirements, and respond to institutional demands and crisis situations</b>
<b>S7.</b>	<b>Skill in leadership in order to provide direction, improve morale and assist staff in reaching their maximum potential.</b>
<b>S8.</b>	<b>Skill to resolve conflicts in order to maintain a safe and positive work environment.</b>
<b>S9.</b>	Skill to provide mental health treatment and evaluation to inmates in order to effectively supervise clinical staff and to provide direct care in times of need.
<b>S10.</b>	Skill to effectively communicate (verbally and in writing) in order to provide information to others (e.g., HCM, professional colleagues, committees, custody, etc.), make recommendations, train and manage staff, write reports, memos, policies and procedures, and corrective action plans, take part in strategic planning, advocate for resources, etc.
<b>S11.</b>	Skill to direct and delegate work to staff in order to meet work expectations and deadlines, provide mental health care to inmates, ensure compliance with court mandates, laws, rules, regulations, department policies and procedures, etc.

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	Special Personal Characteristics:
SPC1.	Emotional stability in order to provide a consistent management style and maximize employee productivity and satisfaction, etc.
SPC2.	Patience in order to maintain a professional therapeutic environment in the prison, maintain self-control in hostile situations, develop an empathetic understanding of staff and inmates, accept fluctuations in inmates' behavior and mental condition, adjust to changes in the institutional setting (e.g., lockdowns, riots, overcrowding, etc.), and respond to changes in custody requirements, court mandates, departmental policies and procedures, etc.
SPC3.	Scientific and professional integrity in order to stay current in the field and ensure the ethical and professional treatment of inmates.
SPC4.	Alertness in order to maintain a safe and secure environment for self and others, and to anticipate problems (e.g., harm to self or others, escapes, gang activity, change in an inmate's mental functioning, etc.).
SPC5.	<b>Awareness of self-limitations in order to know when to ask for assistance, consultation, and/or supervision, and to know when to delegate, etc.</b>

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	<b>Working Conditions:</b>
<b>WC1.</b>	Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
<b>WC2.</b>	<b>Willingness to abide by and adhere to safety policies and provisions applicable to specific work tasks performed.</b>
<b>WC3.</b>	<b>Willingness to work among inmates, including some whom may be mentally ill, developmentally disabled, anti-social, and/or infected with contagious diseases such as Hepatitis C, HIV/AIDS.</b>
<b>WC4.</b>	<i>Willingness to provide professional and ethical mental health care to inmates, including the mentally ill and developmentally disabled.</i>
<b>WC5.</b>	<b>Willingness to participate in departmental legal activities (e.g., serve as an expert witness, material witness, defendant, etc.).</b>
<b>WC6.</b>	<b>Willingness to actively participate in the peer review and quality management review process.</b>
<b>WC7.</b>	<b>Willingness to comply with tuberculosis screening requirements.</b>
<b>WC8.</b>	<b>Willingness to work near peace officers armed with chemical agents and/or weapons.</b>
<b>WC9.</b>	<b>Willingness to abide by and adhere to the institutional dress code.</b>
<b>WC10.</b>	<b>Willingness to accept direction and/or constructive criticism from your supervisors, and respond appropriately.</b>
<b>WC11.</b>	<b>Willingness to respond to changes in the work environment in a positive, professional manner.</b>
<b>WC12.</b>	<b>Willingness to promote positive, collaborative, professional working relations among staff.</b>

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WC13.	Willingness to provide instruction and/or oversight regarding departmental policies, procedures, standards and practices to other employees, outside consultants, and/or members of the public.
WC14.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
WC15.	Willingness to work in a team environment to complete assigned work tasks.
WC16.	Willingness to work various hours as required.
WC17.	Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.
WC18.	Willingness to accept appropriate responsibility for the delivery of mental health care.
WC19.	Willingness to train and supervise staff.
WC20.	Willingness to participate in team meetings, committees, special projects, etc. as assigned by HCM or other supervisors.
WC21.	Willingness to report dangerous situations/information to supervisors and/or custody.
WC22.	Willingness to maintain in-service training requirements and professional licensure requirements.